

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: LIBRARIAN I/II

DEPARTMENT: LIBRARY

BASIC FUNCTION:

Under general supervision, perform professional library responsibilities in areas such as reference, children's, young adult, genealogy, cataloging or technical services, and other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Librarian I: An entry-level professional position used in a variety of library jobs as assigned. Considerable direction is provided by more experienced supervisors. After two years of satisfactory performance at this level and with the approval of the Library Director, the position may be reassigned to the Librarian II classification.

Librarian II: Positions allocated to this class perform journey level professional library work with a minimum of supervision requiring prior professional library experience. This class is distinguished from the Librarian I class in that incumbents assigned to this class are required to utilize considerable independent discretion while performing a broad range of technical, professional, and supervisory duties.

KEY RESPONSIBILITIES:

Plan, organize and administer library services in one or more service areas. This may involve reference, information, and readers advisory services; programming; patron instruction and education; collection management and cataloging of materials; automation/technology management.

Recruit, select, train, supervise and evaluate full-time staff, hourly staff, and volunteers.

Provide professional librarian expertise by maintaining cutting edge knowledge of technological advances and continuously enhance skills through professional literature, networking and educational opportunities.

Maintain an active role in the community (including schools, community groups, civic and other governmental agencies) to promote library and city services.

Participate in meetings representing the service area or the Library.

Communicate library issues and concerns with library staff, city staff and the public.

May be responsible for a library facility in the absence of senior staff.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principles and practices of professional library work.

Use of standard library tools and practices in processing library materials.

Automated library systems and databases

Principles of supervision and public relations.

Ability to:

Demonstrate and foster excellent customer service.

Use automated library systems, databases and Internet in performing technical library tasks.

Supervise, train and evaluate others involved in related activity.

Communicate clearly and concisely, orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would qualify. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of professional library work experience is required to qualify for the Librarian II level.

Education: Completion of a Masters of Library Science degree from an American Library Association accredited library school.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and computer equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret narrative and statistical data, information and documents; analyze and solve problems; use reasoning and abstract concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, technical vendors and others encountered in the course of work.

Incumbents may occasionally need to travel to various city locations or to off-site meetings as necessary and as the assignment demands.

DATE APPROVED: 4/2001